

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

|   |  |   |  |                      |
|---|--|---|--|----------------------|
| MDOT PROJECT MANAGER  |  |   | JOB NUMBER (JN)  | CONTROL SECTION (CS) |
| DESCRIPTION IF NO JN/CS   |  |   |  |                      |
| <b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.<br><br>WHITE = REQUIRED<br>GRAY SHADING = OPTIONAL<br><br>Check the appropriate Tier in the box below |  |   | <b>CONSULTANT:</b> Provide only checked items below in proposal.   |                      |
| <b>TIER I</b><br><b>(\$25,000-\$99,999)</b>   | <b>TIER II</b><br><b>(\$100,000-\$250,000)</b> | <b>TIER III</b><br><b>(&gt;\$250,000)</b> |  |                      |
|   |  |   | Understanding of Service   |                      |
|   |  |   | <i>Innovations</i>   |                      |
|   |  |   | <i>Safety Program</i>  |                      |
| N/A   |  |   | Organization Chart   |                      |
|   |  |   | Qualifications of Team   |                      |
|   |  |   | Past Performance   |                      |
| Not required<br>as part of<br>official RFP  | Not required<br>as part of<br>official RFP     |   | Quality Assurance/Quality Control  |                      |
|   |  |   | Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection. |                      |
| N/A   | N/A  |   | Presentation   |                      |
| N/A   | N/A  |   | Technical Proposal (if Presentation is required)   |                      |
| 3 pages including<br>cover sheet<br><b>(No Resumes)</b>   | 7 pages  | 19 pages                                  | Total maximum pages for RFP <b>not including key personnel resumes</b>   |                      |

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

|   |                   |          |
|---|-------------------|----------|
| REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER | PROPOSAL DUE DATE | TIME DUE |
|---|-------------------|----------|

**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

| <b>Lansing Regular Mail</b>   | <b>OR</b> | <b>Lansing Overnight Mail</b>  |
|---|-----------|--|
| Secretary, Contract Services Div - B225<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48909   |           | Secretary, Contract Services Div - B225<br>Michigan Department of Transportation<br>425 W. Ottawa<br>Lansing, MI 48933   |
| Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B340<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48909 |           | Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B340<br>Michigan Department of Transportation<br>425 W. Ottawa<br>Lansing, MI 48933 |

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100G** – Certification of Availability of Key Personnel

**(These forms are not included in the proposal maximum page count.)**

# **Michigan Department of Transportation**

## **SCOPE OF SERVICE FOR “As-Needed” CONSTRUCTION SERVICES 2007-2008 in the Bay Region**

**CONTROL SECTION(S):** N.A

**JOB NUMBER(S):** N.A.

**LOCATION:** Various locations within the Bay Region Area - Clare, Gladwin, Isabella, Midland, Gratiot, Arenac, Bay, Saginaw, Huron, Tuscola, Sanilac, Genesee, Lapeer.

### **WORK DESCRIPTION: Geotechnical Engineering Service**

The Consultant shall be prepared to perform this service for design and/or construction geotechnical investigations on an as-needed basis for projects within the Bay Region. These investigations may include but not limited to pavement coring/soil borings for roads, bridges, culverts, sign trusses, sign cantilevers, strain poles, and other structures during the design and/or construction phase.

Geotechnical work may include but is not limited to pavement coring/soil boring, drilling with hollow or solid stem augers, geoprobe, hand augers, peat rods, all terrain vehicles, laboratory analysis, obtaining MISS DIG clearance, obtaining necessary permits to work within MDOT right-of-way, issuing geotechnical reports, making recommendations, keeping records, obeying traffic restrictions, providing proper traffic control including signing and flaggers, wearing personal protective equipment, having communication capabilities such as a cell phone.

In the design phase of a project, the Consultant will be asked to provide bridge/pavement cores and/or soil borings for proper plan development. These borings could be to any depth but most probably to 50 feet or less and if through a pavement core, to 10 feet or less. The frequency of cores/borings will be determined by the Project Manager. Work may involve weekends and/or nights.

During work activities, the Consultant is responsible for traffic control and all aspects of personal safety of his or her staff. Traffic control will follow standard MDOT procedures. The Consultant will be required to obtain an approved permit from the appropriate TSC Permit Agent. Lane and hours of work restrictions are usually part of the permit.

Laboratory analysis, including gradation testing, plasticity limits, and loss by wash, may be required. A geotechnical report may be requested by the Project Manager but most always a micro-station compatible disk and hard copy of the core/boring information will need to be supplied.

Occasionally, as part of a geotechnical report the consultant may be asked to do Shelby tube sampling with related consolidation testing, analysis and recommendations. Sheet pile wall

design, recommendations for foundation piling, sign truss/cantilever foundation design/recommendations, and strain pole foundation design/recommendations may also be requested.

In the construction phase of a project, the Consultant will be asked to supply either one person to do hand auger borings and make subgrade recommendations, or a two-person crew and drill rig to drill solid stem augers into the ground to depths as deemed necessary by the Project Manager. The auger will then be pulled vertically outward so that a visual classification of the soil can be made by an engineer or technician. The Consultant in this case will be providing only the drill rig and crew necessary for the rig operation unless the Project Manager requests an engineer (from the Consultant) to do the classification and to make recommendations. Timely response is needed during the construction phase of a project if borings are required. MDOT is requiring that the Consultant be able to respond to a request for borings within 24 hours to a specific call.

**PRIMARY PREQUALIFICATION CLASSIFICATIONS:**

Geotechnical Engineering Services.

**SECONDARY PREQUALIFICATION CLASSIFICATIONS:**

N.A.

**MDOT PROJECT ENGINEER MANAGER:**

Brian Ulman, PE  
55 E. Morley Dr.  
Saginaw, MI 48601  
(989) 754-0878 ext. 250  
E-mail: [ulmanb@michigan.gov](mailto:ulmanb@michigan.gov).

**DBE Requirements:** N/A

**DURATION OF CONTRACT**

The contract will be in effect from April 1, 2007 to March 31, 2008. This contract is for “as-needed” geotechnical services, based on the intermittent needs of the Bay Region. Work will be authorized under a separate authorization each construction season. The consultant shall name a point of contact to receive all service requests.

**CONSULTANT RESPONSIBILITIES:**

**TASKS AND LEVEL OF EFFORT**

- A. The Consultant is responsible for taking all pavement cores/soil borings at the frequencies and depths as requested by the Project Engineer Manager.
- B. On design projects, the Consultant is responsible for contacting MISS DIG. On construction projects, the contractor is usually depended upon to know where the utilities are located or he will make the MISS DIG call if one is to be made.

- C. For design projects, the Consultant is responsible for supplying the engineering expertise, equipment/materials, and manpower necessary to completely do the field and office work needed to make informed engineering recommendations. On construction projects, the Consultant is responsible for supplying either one person who can make subgrade recommendations or a drilling rig and two-person crew for its operation in which case MDOT will make the engineering recommendations unless otherwise directed by the Project Engineer Manager.
- D. The Consultant is responsible for filling the auger holes unless otherwise directed by the Project Engineer Manager.
- E. The Consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- F. On the first Monday of each month, the Consultant will provide a brief estimate of costs incurred to the current date.
- G. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the Consultant.
- H. The Consultant shall have communication capabilities. Cell phones and pagers will be considered as the minimum requirement. The Consultant will be responsible for all related costs.

#### **MDOT RESPONSIBILITIES:**

- I. MDOT will provide plans or other related documentation for design projects so that the consultant can relate pavement cores/borings to project specific stationing.
- J. On construction projects, MDOT will provide the engineering expertise for making written soils recommendations unless the Project Engineer Manager directs the Consultant otherwise.
- K. All questions can be directed to the Bay Region Soils and Materials Engineer, Brian Ulman at (989) 754-0878 extension 250.

#### **CONSULTANT PAYMENT**

- A. All invoices/bills for services must be directed to the Department and follow the “then current” guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of Highways” is available on MDOT’s Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the consultant for services rendered shall not exceed the “cost Plus Fixed Fee Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract amount with the Consultant. All invoices/bills must

be submitted within 14 calendar days of the last date of services being performed for that invoice.

- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted with the invoice/bill for all billable expenses on the project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the PE or CE activities of this project. Hours spent in administration, clerical or accounting roles for billing and support are not considered allowable hours; there will be no reimbursement for these hours.
- D. Overtime will be allowed but must follow MDOT guidelines. Overtime is not allowed for nights or weekends until the employee has reached 40 consecutive hours of regular time. Partial day, night and weekend work is possible.
- E. This scope is for “as-needed” services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.